

Job Summary:

The job of Credentials & Retirement Analyst is done for the purpose/s of supporting the Credentials and Retirement Supervisor, organizing and reviewing the verification and processing of credentials, supervising the retirement program for classified personnel, providing information and technical support to school districts and their certificated staff with regard to credentialing and retirement laws, ensuring that each certificated staff member in the county is properly assigned and their credential is registered with the county office, and providing Public Employees' Retirement System (PERS) retirement counseling as scheduled.

Essential Functions:

- ▶ Answers general questions regarding PERS retirement and credential laws for the purpose of informing individuals and school district staff.
- ▶ Assists school districts for the purpose of correcting teacher misassignment.
- ▶ Inputs/updates/retrieves data from word processor/computer system for the purpose of record keeping, report writing, and information sharing.
- ▶ Maintains confidentiality of credentials and retirement records and other pertinent personal information for the purpose of meeting the requirements of law.
- ▶ Maintains online credential data base for the purpose of ensuring certificated staff have the correct credential for their assignment.
- ▶ Makes onsite visits to school districts for the purpose of credential monitoring as required by Education Code.
- ▶ Notifies teachers and school districts for the purpose of informing them of expiring credentials, the need to register their credential, or misassignments.
- ▶ Prepares a variety of reports, documents, surveys and charts regarding credentials and retirement for the purpose of providing information to supervisors, school district personnel, and state agencies.
- ▶ Processes/monitors PERS membership, separation, disability and service forms for the purpose of accessing various payroll and personnel computer programs to verify and complete data.
- ▶ Provides credential information to school district employees, superintendents and other management for the purpose of responding to questions regarding credentialing rules and regulations.
- ▶ Provides retirement counseling for PERS membership for the purpose of informing PERS members of retirement processes and procedures and estimating their retirement income.
- ▶ Researches/interprets complex credentialing and retirement codes, rules, laws and regulations for the purpose of advising and informing school district personnel.
- ▶ Reviews individuals' college transcripts for the purpose of determining compliance regarding qualifications for teaching and supplemental authorizations within Education Code regulations.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - manage personnel and programs;
 - use a computer to input and retrieve data and write reports;
 - analyze problems, develop solutions and make effective decisions and recommendations;
 - research and interpret Education Code, laws and regulations regarding credentialing and retirement;
- ▶ **Knowledge of:**
 - Education Code, laws and regulations regarding teacher credentialing;
 - principals and practices of the classified retirement system;
 - modern office procedures and methods;
 - personnel management and practices including training, supervision and performance evaluation;
 - detailed record keeping and report writing;
 - credential types and requirements;
 - PERS laws and regulations;
- ▶ **Ability to:**
 - interpret and explain codes, rules and regulations related to credentialing and retirement;
 - supervise, train and evaluate staff;
 - establish and maintain effective working relationships with those contacted in the course of work;
 - communicate clearly, orally and in writing;
 - multi-task.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

- ▶ Job-related experience within specialized field is required.

Education Required:

- ▶ Targeted job related education that meets organization's prerequisite requirements.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.